



Investigator
7500 – 8610 – 1PB02

Department(s): California Department of Human Resources
California Health and Human Resources Agency
California Horse Racing Board
California State Lottery
Department of Alcoholic Beverage Control
Department of Business Oversight
Department of Consumer Affairs
Department of Developmental Services
Department of Fair Employment & Housing
Department of Health Care Services
Department of Insurance
Department of Managed Health Care
Department of Motor Vehicles
Department of Public Health
Department of Social Services
Department of State Hospitals
Department of Toxic Substances Control
Employment Development Department
Public Employees Retirement System
Secretary of State
State Personnel Board

Opening Date: 3/9/2011

Final Filing Date: Continuous

Type of Examination: Multi-departmental Open

Salary: Monthly-Ranged-Salary - \$3,902.00 to \$6,194.00

EEO

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

Once you have taken the Qualifications Assessment, you may not retake it for nine (9) months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

SALARY INFORMATION

Monthly-Ranged-Salary - \$3,902.00 to \$6,194.00

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Please note: The Investigator list may be used as an appropriate by departments to fill vacancies in the following comparable classifications:

Corporations Investigator
Associate Corporations Investigator
Investigator, Department of Consumer Affairs
Senior Investigator, Department of Consumer Affairs

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Applicants are required to meet the provisions of California Penal Code Section 832 and complete training courses prescribed by the Commission on Peace Officer Standards and Training (POST).

MINIMUM QUALIFICATIONS

EITHER I

Equivalent to graduation from an accredited college/university with either a:

- (1) Major in criminal justice, law enforcement, administration of justice, police science, criminology, or a comparable field of study. **or**
- (2) Minor in criminal justice, law enforcement, administration of justice, police science, criminology, or a comparable field of study with evidence that the following courses have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law, and an internship. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, administration of justice, police science, or a comparable field of study. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Investigator positions assigned as "Peace Officer" status (as defined by California State law) must possess the educational equivalent to completion of the twelfth grade. **and**

Experience: Two years of experience as a peace officer (as defined in the California Penal Code Section 830 et. seq.) performing investigative work as part of the regular enforcement activity, police detective, or as an investigator performing comparable investigative work in a public or private agency, or in the armed services, and possession of, or eligibility for, the Peace Officer Standards and Training (POST) Basic Certificate or Specialized Investigator Basic Certificate.

OR III

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, administration of justice, police science, or a comparable field of study. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Investigator positions assigned as "Peace Officer" status (as defined by California state law) must possess the educational equivalent to completion of the twelfth grade. **and**

Experience: One year of experience in the California State service performing duties at a level comparable to those of either Investigator Assistant, Special Investigator Assistant, or in an investigation assignment in the class of Management Services Technician, Range B. (Applicants who have completed six months of service in the class of Investigator Assistant, Special Investigator Assistant, or Management Services Technician, Range B, will be admitted into the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In addition to possessing the above requirements, Investigators may be required to meet the following department-specific requirements prior to appointment into a position with that department:

Public Health, Department of: Equivalent to graduation from college with at least 30 semester hours of college courses in one or a combination of the following areas: bacteriology, biology, chemistry, food technology, pharmacology, environmental health, biomedical engineering, or other biological or chemical science (up to 15 semester hours of criminal justice may be credited toward 15 of the 30 total hours required above.)

Toxic Substances Control, Department of: Investigators must complete the Hazardous Waste Operations and Emergency Response training required by Title 8 of the California Code of Regulations by the end of their probationary period.

POSITION DESCRIPTION

The Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; developing field operation plans and safely executing them; performing undercover assignments and surveillance operations; providing technical assistance and training to law enforcement agencies and others; making arrests; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; may provide security and protection to departmental employees and property in cases of emergency and/or threat; and performing other related work.

Investigation responsibilities at Range B are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses and persons suspected of violations; obtain and present

facts and evidence to support administrative action or prosecution; serve subpoenas, inspection warrants, search warrants, and/or other official legal papers; develop field operation plans and safely execute them; and perform other related work.

At Range C, incumbents (1) lead or review the work of a small staff of Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; (2) have independent responsibility to oversee an entire investigative operation or project; (3) independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or (4) in an investigatory or law enforcement program, perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise.

EXAMINATION INFORMATION

QUALIFICATIONS ASSESSMENT– Weighted 100%

The examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Qualifications Assessment process.

[Click here to preview the Qualifications Assessment.](#)

KNOWLEDGE AND ABILITIES

QUALIFICATIONS ASSESSMENT SCOPE:

Knowledge of:

1. Knowledge of the basic rules of grammar of the English language to effectively communicate verbally to a variety of audiences.
2. Knowledge of the principles of clear and concise writing (e.g., proper spelling and grammar of the English language) when preparing and/or reviewing written materials.

Ability to:

1. Ability to successfully complete departmentally mandated training required to maintain law enforcement related skills (e.g., POST, Regulatory investigative techniques).
2. Ability to listen attentively to gain relevant information and differentiate between facts and opinions.
3. Ability to act independently with minimal supervision to complete work assignments or investigative tasks.
4. Ability to be flexible in investigative duties and/or work assignments.
5. Ability to completely and accurately record pertinent information obtained during case investigations and/or work assignments.
6. Ability to understand how written laws, policies, and codes relate to case investigations and prosecution.
7. Ability to perform job duties in hostile or difficult situations.
8. Ability to verbally communicate in a clear, concise, and effective manner with diverse audiences (e.g., the public, supervisors, co-workers, judges, district attorneys).

BENEFITS

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- 10 paid holidays

- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care, and parking programs
- Employee Assistance Program
- Career development/professional advancement

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout the state of California; willingness to work away from home for extended periods of time; willingness to work long, irregular, and unusual hours as required; willingness to work weekends, evenings, nights, and holidays as required; willingness to associate with criminally-inclined persons; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; reliability; emotional stability and maturity; satisfactory record as a law-abiding citizen; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities or by well-defined occupational or vocational interests; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength, endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; and weight in proportion to height.

Alcoholic Beverage Control, Department of: Requires color vision adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

MINIMUM AGE

Minimum age for appointment: 21 years

PEACE OFFICER STANDARDS

Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or

be appointed to, positions in peace officer classifications.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002 (a) (7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for status in peace officer classifications.

Drug Testing Requirement: Applicants for positions in these classes at some departments/agencies are required to pass a drug-screening test.

BEHAVIORAL STANDARDS

Pre-employment behavioral standards for the selection and testing of peace officer candidates have been established. While taking into account youthful indiscretion and experimentation, these standards are designed to insure that peace officer personnel have demonstrated a history of sound judgment, maturity, and honesty, as well as a respect for and adherence to the laws of the State of California and the Law Enforcement Code of Ethics. Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline, and responsibility.

To view examples of the types of questions you might be asked, [please click here](#).

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 "S" Street, Ste. 400
Sacramento, CA 95811
1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored.

[Click here to go to the Qualifications Assessment.](#)

